

School of Nursing Policy GRAD-03

Graduate Re-entry and Readmission

Effective Date

Fall 2013

Last Revision Date

7/26/2022

Responsible Party

AGNP and DNP Program Directors, Graduate Governance Teams, students.

Scope and Audience

Former graduate students in the AGNP and DNP programs.

Additional Authority

BSU: Requesting Reinstatement to a Graduate Program (Policy 3090)

1. Policy Purpose

The Graduate Program Readmission Policy describes the processes and establishes priorities for re-entry to the AGNP and DNP programs. Re-entry into the program will be determined on an individual basis and is contingent on space available.

2. Policy Statement

The Graduate Program Re-entry Policy describes the processes for students who successfully complete one or more academic semesters of program courses, who stop progression for a

maximum of one academic year and wish to reenter for degree completion. Re-entry into the program will be determined on an individual basis and is contingent on space available.

All requirements for a graduate degree (including courses completed at another college or university) must be started and completed within a single continuous interval of no more than seven years. Re-entry or readmission may lengthen the program of study. Students are held to Graduate College standards for completing the program in the specified length of time.

Re-entry Process

To be considered for re-entry into the AGNP or DNP graduate program, the student must:

1. Be in good academic standing in accordance with Boise State University Graduate College and School of Nursing policies.
2. Have successfully completed the most recent graduate nursing course(s) within 1 year of the anticipated date to re-enter coursework. All required courses must have been successfully completed with a grade of “B” (83%) or better.
3. Submit a letter to the Program Director requesting re-entry to the program. The letter of request must contain the following information:
 - a. Steps taken to resolve factors that necessitated leaving the program.
 - b. Description of what the applicant has done to maintain currency in relevant nursing knowledge and skills at the competency level required to pass previous coursework.
 - c. A detailed plan and timeline for successful completion of the program.
 - d. The semester for which re-entry is being requested
4. Schedule an appointment with the Program Director, or designee, to discuss the student’s plan for academic success, program completion, and readiness to return to the program no later than 60 days prior to return.
5. Be re-integrated into the current program curriculum. Academic adjustments for prior completed course work will be filed as needed.

The Graduate Governance Teams will:

1. Review all reentry requests and supporting documents including all pertinent academic records.
2. Develop a detailed action plan for verification/evaluation that student knowledge and skill competencies have been maintained during his/her academic absence. This evaluation/verification must be completed prior to rendering a decision on the request for re-entry to the program.

3. Determine the semester into which the student could be readmitted if his/her request for re-entry was approved.
4. Notify the student of the committee's decision of acceptance or denial for re-entry into the AGNP or DNP program.

Readmission Process

To be eligible for readmission the student will:

1. Be in good academic standing in accordance with Boise State University Graduate College and School of Nursing Policies.
2. Be readmitted into the current program curriculum. Academic adjustments for prior completed course work will be filed as needed.
3. Have completed the most recent graduate required nursing course(s) within 1.5 years of the anticipated date to restart coursework. All required courses must have been successfully completed with a grade of "B" (83%) or better.
4. Schedule an appointment with the Program Director, or designee, to discuss the student's plan for academic success and program completion, and readiness to return to the graduate nursing program.
5. Submit a letter to the Program Director requesting readmission to the program. The letter of request must contain the following information:
 - a. Steps taken to resolve factors that necessitated leaving the program.
 - b. Description of what the applicant has done to maintain currency in relevant nursing knowledge and skills at the competency level required to pass previous coursework.
 - c. A detailed plan and timeline for successful completion of the program.
 - d. The semester for which readmission is being requested.

The Graduate Governance Teams will:

1. Review all readmission requests and supporting documents including all pertinent academic records.
2. Develop a detailed action plan for verification/evaluation that student knowledge and skill competencies have been maintained during his/her academic absence. This evaluation/verification must be completed prior to rendering a decision on the request for readmission to the program.
3. Determine the semester into which the student could be readmitted if his/her request for readmission was approved.

4. Notify the student of the committee's decision of acceptance or denial for readmission into the AGNP or DNP program.

AGNP Readmission or Re-entry letter submission deadlines:

Letters requesting readmission or re-entry must be received by:

- March 1st to be considered for readmission for the subsequent summer or fall semester
- August 1st to be considered for readmission for the subsequent spring semester.

All requests for re-entry and readmission will be reviewed on an individual basis and contingent on space available.

DNP Readmission or Re-entry letter submission deadlines:

Letters requesting readmission or re-entry must be received by:

- March 1st to be considered for readmission or re-entry for the subsequent summer or fall semester
- October 1st to be considered for readmission or re-entry for the subsequent spring semester.

All requests for reentry and readmission will be reviewed on an individual basis and contingent on space available.

Readmission Based on Positive Drug and/or Alcohol Test

Readmission to the program may be considered, at the discretion of the program, depending on the circumstances of the positive drug test. Factors to be considered include when in the course of the Student's program the positive drug test occurred, whether criminal charges were involved, how it was discovered and whether it impacted or caused harm to others. If the Student wishes to be readmitted to the program after a positive drug test result, the Student must comply with the procedures set forth in this policy. Future participation in Clinical Activities is dependent on the length of time needed for the rehabilitation process, space availability and the clinical site's willingness to accept the student after rehabilitation, as described below.

- a. The Student will be required to undergo a professional evaluation by the Counseling Center or a mutually agreed upon independent, counselor/provider with experience in drug and alcohol treatment, or other specialty as indicated by the circumstances, for evaluation and treatment, at the student's expense. Where a treatment plan is prescribed, the student must complete the treatment prescribed by the approved counselor at the student's expense. Upon completion of the treatment plan, the student must provide

documentation from the counselor/provider that the student has complied with the recommendations of the counselor/provider and submit to the program as part of the readmission process

- b. As a component of the readmission process, the Student may, depending on the circumstances, be permitted to take a second drug screen within seven (7) days of the original drug screen.
- c. If the counselor reports that the student successfully completed the treatment plan and is ready to engage in Clinical Activities, the student will be tested with a new drug screen at the Student's expense. If the Drug test is positive, the Student will be dismissed from the Program. If the Drug test result is negative, the student will be eligible to reapply for admission to the program depending on space availability and acceptance by clinical sites.
- d. In addition to the above items, readmission to the program may include several conditions, including (a) written verification of self-disclosure from the student to clinical site partners regarding the prior program suspension/dismissal, (b) cooperation with any requirements of the clinical partner's policies, (c) Dean of Students Policy and Code Review/Reflective Paper activity, and (d) a letter to the Department chair/ Divisional Deans stating all conditions/requirements have been met and outlining plan for success in the program.
- e. Because of the time that is required to complete treatment and testing, it is possible that the Student will be delayed and/or need to re-work his/her plan of study with an academic counselor. After a student has completed the required treatment plan prescribed by the health care professional, has a negative Drug screen, has been accepted by a Clinical site and is participating in Clinical Activities, unannounced drug testing may occur periodically, either randomly, or based on reasonable suspicion, until the student graduates from the Program or as required by the clinical agency.
- f. The program director will notify the student of the designated time and place for the drug screening which will be completed, at the student's expense, on the day of notification. If a positive Drug screen occurs, or if the student fails to complete a drug test as requested or otherwise fails to comply with any portion of this policy, the student will be dismissed from the Program.

3. Definitions

1. Re-entry: Students who successfully completed one or more academic semesters of courses who stop progression for a maximum of one academic year will be considered under the Re-entry process.
2. Readmission: Students who must stop progression in courses for longer than one academic year will be considered under the Readmission process.

4. Forms

N/A

5. Related Information

BSU: [Requesting Reinstatement to a Graduate Program \(Policy 3090\)](#)

CHS: None

SON: None

Last Review Date

7/26/2022

Revision History

May 2017, October 2018, July 2019, July 2020, July 2021, April 2022, July 2022